Indiana Housing Finance Authority Housing from Shelters to Homeownership Implementation Manual

Chapter Summary

Chapter 1 Introduction

This chapter introduces the Implementation Manual. The procedures documented in this manual are required by HOME and CDBG regulations, related federal regulations, Indiana State Board of Accounts and IHFA.

Chapter 2 Policy Requirements

This chapter provides guidance on the IHFA Suspension Policy, Administrator Procurement and Manufactured Housing Policy.

Chapter 3 Section 106 Historic Review – Scattered Site Projects

This chapter goes through the historic review process that is required prior to committing funds to a property address.

Chapter 4 Lead Based Paint Requirements

This chapter provides an overview on asbestos and lead and the applicable federal, state, local, and IHFA regulations governing both.

Chapter 5 Uniform Relocation Act (URA) and Section 104(d) Requirements

This chapter provides guidance on how recipients must handle permanent and temporary displacement of residents as a result of the HOME or CDBG assisted project. URA and Section 104(d) can be extremely costly to a recipient if not done correctly.

Chapter 6 Accessibility Requirements

This chapter outlines Section 504 of the Rehabilitation Act. Recipients can not discriminate against an otherwise qualified individual with handicaps, solely by reason of his or her handicap, in participating in any program or activity receiving HOME or CDBG funds. This chapter defines the recipient's responsibilities in terms of physical and program accessibility of their HOME or CDBG program.

Chapter 7 Civil Rights (Fair Housing & Minority and Women Business Participation)

This chapter outlines all of the required actions and the applicable Fair Housing regulations. The chapter provides guidance on the state and federal civil rights laws as applicable to the HOME and CDBG program. Information on how recipients are required to document their efforts to solicit minority and women business participation is also located in this chapter.

Chapter 8 Section 3: Economic Opportunities for Low and Very Low Income Persons

This chapter outlines the Section 3 program and recipients' responsibilities. Section 3 is a provision of the Housing and Urban Development Act of 1968 that requires that low-income persons, to the greatest extent possible, receive opportunities for job training and employment in connections with federal financial assistance programs in their neighborhoods.

Chapter Summary Page 1 of 3

Chapter 9 Conflict of Interest Prohibition

This chapter provides guidance to recipients when conflicts of interest arise. This is a process required by IHFA for all possible conflicts of interest.

Chapter 10 Income Verification

This chapter provides an in-depth explanation on how to calculate tenant income including: what forms of income are eligible and what constitutes acceptable support documentation.

Chapter 11 Davis Bacon Requirements

This chapter outlines the labor standards procedures that will enable a recipient to complete construction and minimize the risk of monitoring and audit findings. Detail on the Davis Bacon Act and the other applicable labor standards acts are in this chapter.

Chapter 12 Procurement Procedures

This chapter outlines requirements, which must be followed when procuring all materials, supplies, equipment, construction or professional services.

Chapter 13 Set-up

The purpose of this chapter is to give the requirements and documentation required so that you can set-up each of your property address. This is required before you can draw funds on a particular property address.

Chapter 14 Drawing Funds

The purpose of this chapter is to outline procedures for requesting payment of HOME and CDBG funds from IHFA and to provide instructions on the various financial forms and ledgers required to be submitted and maintained by all IHFA recipients.

Chapter 15 Completion

The purpose of this chapter is to outline the procedures required for the completion of a property address. Completion reports and applicable information is due with the final draw on a property address.

Chapter 16 Modification Procedures

This chapter outlines the necessary steps for recipients to request a modification from IHFA. This may include a decrease in the amount of the award; change of award expiration date or reallocation of funds budgeted between approved activities.

Chapter 17 New Construction & Rehabilitation Standards

This chapter outlines the standards that must be utilized when rehabilitating HOME or CDBG-assisted units.

Chapter 18 Deed Restrictions

Recipients are required to put a deed restriction on all HOME/CDBG assisted properties and sites. The deed restriction must state that whether or not the entity has chosen to utilize the recapture or resell provisions.

Chapter Summary Page 2 of 3

Chapter 19 Program Monitoring and Audit

This chapter provides a listing of what recipients can expect at a close-out monitoring. Also included is a recommended checklist for a recipient to self-monitor its program and award administrator and/or subrecipient.

Chapter 20 Close-out Procedures

When you are ready to draw the final funds remaining in an award, there are close-out documents that are required to be submitted with that final draw. This chapter contains the paperwork and instructions for completing the close-out documents.

Chapter 21 On-Going Compliance Requirements

This section outlines what happens when your entity receives payments from beneficiaries during their affordability period as well as payments that are received due to the home no longer meeting the affordability requirements imposed by either the HOME or CDBG program. Additionally, this section outlines the requirements for rental reporting to IHFA for recipients of rental housing, transitional housing, emergency shelters, youth shelters and migrant seasonal farmworker housing.

Chapter Summary Page 3 of 3